

CITY OF LINCOLN

CITY ATTORNEY

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

To plan, organize, direct and review the activities and operations of the City Attorney's Office including civil and criminal matters; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex legal support to the City Council, boards and commissions, the City Manager and City department heads.

DISTINGUISHING CHARACTERISTICS:

The **City Attorney** is a single-position executive-level classification. The City Attorney is appointed by the City Council, and serves as the principal administrative officer for the City Attorney's Office. Duties are administrative/analytical and unusually difficult and complex in nature, involving highly specialized legal issues. The incumbent is responsible for overseeing activities that have a Citywide legal impact, and for overall management of the day-to-day operations of the legal office.

SUPERVISION RECEIVED/EXERCISED:

Receives policy direction from the City Council. Exercises direct and indirect supervision over all assigned management, supervisory, professional, technical, and support personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Develops, plans, implements and administers Department goals, objectives, policies and procedures as established by City Council to provide assigned legal services.
- Develops and administers the City's budget for legal services; forecast additional funds necessary for outside counsel, staffing, equipment, materials and supplies; monitors expenditures; directs budgetary adjustments as necessary.
- Studies and interprets laws, court decisions and other authorities; provides legal advice to all City boards and commissions, the City Council and City departments regarding legal implications of all City operations.
- Receives and evaluates all legal claims filed against the City; makes recommendations concerning the advisability to prosecute, compromise, or dismiss litigation for consideration by the City Council; monitors and controls liability claims and lawsuits.
- Researches and prepares formal written opinions on various legal problems as directed by the City Council, City Manager, City departments and City boards and commissions on issues related to municipal law and activities.

- Represents the City in court cases encompassing a wide variety of complex legal issues including all phases of pretrial, trial and appellate work in municipal, state, and or federal court; develops strategy, prepares briefs, drafts pleadings, motions and arguments, and conducts discovery and depositions in preparation for presentation of the City's case; files motions and briefs; represents the City in administrative hearings before state and federal agencies.
- Reviews proposed contracts, bond and financing papers, insurance policies and other documents affecting the City.
- Advises on legal aspects related to annexation, eminent domain proceedings, elections, and special district formation proceedings.
- Prepares or review drafts and assists in the negotiation of proposed agreements; prepares or reviews ordinances, resolutions, deeds, pleadings, contracts and other legal documents.
- Recommends, selects, and monitors appropriate outside counsel services when necessary.
- Prepares a variety of periodic and special reports related to the Legal department activities and legal cases.
- Monitors legal developments, including proposed legislation and court decisions related to municipal law and activities, evaluates the impact on City operations and recommends appropriate action.
- Attends Council, Board, Commission, and Committee meetings as required.
- Promotes positive public relations; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **City Attorney**. A typical way of obtaining the required qualifications is to possess the equivalent of seven years of increasingly responsible legal experience in the practice of municipal or governmental law.

Equivalent to a Juris Doctorate degree from an accredited college or university.

License/Certificate:

Membership in good standing with the State Bar of California. Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of civil and criminal law, particularly as they are related to municipal government including the organization, duties, powers, limitations, and authority of City government and the City Attorney's Office; principles and practices of leadership, motivation, team building, investigation and conflict resolution; pertinent local, State and Federal laws, rules and regulations; judicial procedures and the rule of evidence; pleading and practices and effective techniques in the presentation of court cases; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of organization, administration and personnel management; principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation; responsibilities and obligations of public officials and administrative agencies; established precedents and sources of legal reference applicable to municipal activities.

Ability to:

Plan, direct and control the administration and operations of the City Attorney's Office; organize, analyze, interpret and apply legal principles and precedents to specific local government problems; perform complex legal research, analyze complex problems, evaluate alternatives and make sound recommendations; prepare and present difficult cases in court; analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy; develop and implement department policies and procedures; gain cooperation through discussion and persuasion; successfully develop, control and administer departmental budget and expenditures; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; interpret and apply City and department policies, procedures, rules and regulations; communicate clearly and concisely, both orally and in writing. Supervise, train and evaluate assigned personnel; establish and maintain effective working relationships with those contracted in the course of work.

Skill to:

Operate an office computer and variety of word processing, spreadsheet, and database software applications.